

Benefit Considerations related to Life Events



Divorce

Enrollment Changes

You have 31 days from the date of your divorce to make changes to your benefit enrollments. Fill out the [Wellmark Enrollment/Change form](#) on the County website under Government> Human Resources>Employee Resources> Employee Forms> Benefit Forms if you wish to add coverage and/or dependents. Return it to the HR office within 31 days of the final divorce date. If you wish to remove coverage &/or dependents, you must submit this request to the HR office. Coverage for your former spouse terminates the last day of the month in which the divorce is final. Information regarding COBRA Continuation of Coverage will be mailed directly to your former spouse. We will need a copy of the filing page and signature page of your divorce documents.

If necessary, you may want to update your address, phone number, and emergency contact information. The [Employee Change Notice form](#) can be found online under Human Resources>Employee Resources> Employee Forms.

Beneficiaries

Before you change your beneficiaries, please review your divorce decree or consult with your attorney to determine any provisions requiring you to maintain beneficiary designations in your former's spouse's name. [Reliance Standard Life Company Beneficiary Designation Change form](#) and [IPERS Beneficiary Change forms](#) can be found online under Human Resources>Employee Resources> Employee Forms>Benefit Forms. Please return the forms to the HR office.

Life Insurance

To remove your former spouse from your voluntary supplemental life insurance policy through Reliance Standard, you must submit this request to the HR office. This can be done in person or in writing/[email](#).

Taxes

You may also consider updating your Federal and/or State tax withholdings to account for your changed marital status. Finally, if you would like to make changes to the bank account(s) in which your paycheck is automatically deposited, you may complete a new Direct Deposit form. These [forms](#) can be located online under Human Resources>Employee Resources> Employee Forms>Payroll Forms.

Documentation

A copy of your Divorce Decree is required to change your benefit enrollments. A copy of your Driver's License and Social Security card may be required to change your legal name. Please provide this as soon as possible to the HR department and we will handle the name and/or address change with payroll, benefit carriers (Wellmark, Lincoln, etc.) and contact the IT department to change your name on the Directory and email.

EAP

Please remember that the Employee & Family Resources Employee Assistance Program is a free and confidential service available to all employees and their immediate family members with assistance in life coaching, financial and legal consultation, and grief counseling. [Additional information](#) can be found online under the Staff Intranet> HR Forms & Information> EAP information. Call toll-free (800) 327-4692 or visit [efr.org](#).

Please contact HR at (515) 993-6800 or dcpersonnel@dallascountyiowa.gov if you have additional questions or would like further assistance with this process.
